

AGRICULTURAL MARKETING SERVICE  
Office of the Deputy Administrator, Marketing Programs  
Cotton Division  
Grading Branch  
Classing Office  
HVI Operator Leader, WL-3501-02

SJ CN25

## I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent, as a working leader of High Volume Instrument (HVI) Operators, carries out assignments in support of the cotton classing operations. As such, the incumbent provides technical guidance for 6 to 20 employees (WG-3501-1s and 2s).

## II. RESPONSIBILITY

Orients and trains newly hired HVI Operators. Maintains continuous supervision of production and review of work already completed. Checks work of employees for conformance to established standards. Distributes and balances workload among the employees. Reports to supervisor on performance and disciplinary problems and makes suggestions as requested concerning promotions, reassignments, recognition of outstanding performance, etc. Makes recommendations to supervisor as to number of employees needed from day-to-day. Initially receives complaints of subordinates, resolving very simple ones and referring others to supervisor. Checks working conditions of employees such as seating, lighting, ventilation, safety, etc.

Checks work of the HVI operators while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met.

Works along with HVI operators in setting the pace and demonstrating proper work methods. Keeps a record of number of samples classed by each HVI line. Reports to supervisor on status and progress of work, and causes of work delays.

Insures that all HVI production lines for which the leader has responsibility are adequately adjusted and calibrated before the operation begins.

Makes calibration adjustments, as necessary, on the instruments.  
Recognizes situations requiring the services of an Instrument Mechanic.

### III. SKILLS AND KNOWLEDGE

Employee must have full knowledge of the HVI operation, be able to make standard calibration adjustments, and know when repairs to the instruments are necessary.

Ability to oversee 6 to 20 employees, control the work flow of the HVI line, and insure that production and accuracy goals are met.

### IV. PHYSICAL EFFORT

The work requires light physical effort such as standing, walking, bending, lifting, placing light samples (6 oz.) on workspaces, cleaning work stations, and making minor instrument adjustments with small hand tools.

### V. WORKING CONDITIONS

The worker is exposed to drafts, noise, dust, and cotton lint. Incumbent may have to stand for long periods on concrete floors.

### VI. JOB CONTROLS

#### Supervision and Guidance Received:

Supervision is provided by the Shift Supervisor, who assigns tasks to be done, gives initial instructions in work methods to be followed, and reviews work on a spot-check basis for satisfactory rate of accomplishment and accuracy.